

# APPLICATION FOR EMPLOYMENT

Town of Mendon  
20 Main Street  
Mendon, Massachusetts 01756

Position Sought:

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1. These forms must be printed or typewritten.
2. All questions must be answered, if applicable. If not applicable, indicate "n/a".
3. Failure to answer any and all (non-optional) questions truthfully, accurately or completely may result in the applicant's disqualification, or, if discovered after an individual is hired, termination from employment.
4. If the space provided is not sufficient for complete answers, or you wish to make additional comments, attach sheets the same size as these forms and indicate to which question those sheets pertain.
5. You are applying for a responsible position. It is essential that you follow instructions specifically as directed. Make sure all dates and information are absolutely accurate.
6. If, after submitting this application, you become no longer interested in appointment, please notify the Board of Selectmen.
7. Applicants may include in their report of experience any verified work performed on a volunteer basis.
8. **If you are offered a position that requires driving, you will be asked to provide a certified copy of your driving record.**

I have read and understand the above instructions.

Signature of Candidate: \_\_\_\_\_

This application for unsuccessful applicants will be held on file for a period of one year.

Date and Time Received: \_\_\_\_\_

***To The Applicant.*** READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS.

The Federal Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex, national origin or disability, (As does the Americans with Disabilities Act). Federal Law also prohibits discrimination on the basis of age with respect to certain individuals. The Laws of Massachusetts also prohibit some or all of the above-stated discrimination as well as some additional types, such as discrimination based upon ancestry, sexual orientation and marital status.

Questions with an asterisk (\*) immediately to the left of the questions are optional. Although the information is useful in our examination of applicants, your decision not to answer any or all of the asterisk questions will not be held against you.

## **I. PERSONAL HISTORY**

a.  
Name: \_\_\_\_\_  
(First) (Middle) (Last)  
Address: \_\_\_\_\_  
(Number & Street) (Apartment)  
\_\_\_\_\_  
(City/Town) (State)/(Country) (Zip)

Phone number \_\_\_\_\_

b. Are you lawfully eligible for employment in the United States? Yes [ ] No [ ]

c. Date of Birth \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

d. Have you ever used another name? Yes [ ] No [ ] If yes, please list each and explain why: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. Do you have a relative employed by this municipality? Yes [ ] No [ ] If yes, please give name, relationship, department and position: \_\_\_\_\_  
\_\_\_\_\_

f. Do you personally know any employees working for the Town of Mendon?  
Yes [ ] No [ ] If yes, please give name, department and position (if known): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

g. If your application is considered favorably, on what date can you start work?

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h. Have you previously submitted an application for employment with this municipality? Yes [ ] No [ ]. If yes, give the name of the department and when.

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Answer only if the position you are applying for requires a drivers' license:

i. Do you possess a valid driver's license from the Commonwealth of Massachusetts? Yes [ ] No [ ].

j. Was your driver's license in this state, or any state, ever suspended or revoked? Yes [ ] No [ ]. If yes, give details: \_\_\_\_\_

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## II. EDUCATION

- a. List the name and address of the following schools you attended and dates of graduation.

	School Name, Address and Phone Number	Graduated Yes/No Year	Number of Years Attended	Degree	Major
High School					
College					
Graduate					
Other: Equivalency, etc.					
Courses Now Studying:					

- b. List any special abilities, interests, sports or hobbies along with degrees of proficiency:

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- c. If applying for an office position, please list any office machines, special equipment, computer systems or computer software experience. Also include your degree of proficiency with each.

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### III. EMPLOYMENT HISTORY

- a. In reverse chronological order, i.e. starting with the most recent, list all employments. Applicants may also include verifiable work performed on a volunteer basis.

Dates		Name and Address of Employment Phone number	Rates of Pay		Supervisor's Name and Title
From Mo./Yr.	To Mo./Yr		Start	Finish	
Your Position or Title:					
Reason for Leaving:					

Dates		Name and Address of Employment Phone Number	Rates of Pay		Supervisor's Name and Title
From Mo./Yr	To Mo./Yr		Start	Finish	
Your Position or Title:					
Reason for Leaving:					

Dates		Name and Address of Employment Phone Number	Rates of Pay		Supervisor's Name and Title
From Mo./Yr	To Mo./Yr		Start	Finish	
Your Position or Title:					
Reason for Leaving:					

f

Dates		Name and Address of Employment Phone Number	Rates of Pay		Supervisor's Name and Title
From Mo./Yr	To Mo./Yr		Start	Finish	

Your Position or Title:
Reason for Leaving:

Dates		Name and Address of Employment Phone Number	Rates of Pay		Supervisor's Name and Title
From Mo./Yr	To Mo./Yr		Start	Finish	
Your Position or Title:					
Reason for Leaving:					

Dates		Name and Address of Employment Phone Number	Rates of Pay		Supervisor's Name and Title
From Mo./Yr	To Mo./Yr		Start	Finish	
Your Position or Title:					
Reason for Leaving:					

Dates		Name and Address of Employment Phone Number	Rates of Pay		Supervisor's Name and Title
From Mo./Yr	To Mo./Yr		Start	Finish	
Your Position or Title:					
Reason for Leaving:					

b. Have you ever been fired or forced to resign because of misconduct or unsatisfactory employment? Yes [ ] No [ ]. If yes, give details:

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#### IV. CRIMINAL RECORD

**Note:** With regard to questions contained in this section, under Massachusetts Law, you may answer “no record” if any of the following circumstances are applicable:

- (1) *You have never been arrested for violation of a criminal statute;*
- (2) *You have been arrested but have never been tried for a criminal offense;*
- (3) *You have been tried for a criminal offense but were not convicted;*
- (4) *You have a first conviction for any of the following misdemeanors:*
  - (a) *drunkenness*
  - (b) *simple assault*
  - (c) *speeding*
  - (d) *minor traffic violation*
  - (e) *affray or*
  - (f) *disturbance of the peace;*
- (5) *You have not been convicted of a criminal offense within the five years before the date of this application and you have been convicted of misdemeanors where the date of conviction or the termination of incarceration, if any, occurred more than five years before the date of this application;*
- (6) *You have felony or misdemeanor convictions which have been sealed pursuant to Massachusetts Law; or*
- (7) *You have juvenile delinquency or child in need of services complaints which were not transferred to Superior Court for prosecution.*

a. Have you ever been convicted of a felony? Yes [ ] No [ ]. If yes, please explain

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e. Have you ever been convicted of a sexual offense? Yes [ ] No [ ] If you have answered yes, please explain.

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f. Have you ever been convicted of a narcotic drug offense? Yes [ ] No [ ] If you have answered yes, please explain.:

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i. Have you ever been or are you currently the subject of any petition for restraining order requested or issued pursuant to c. 209A or other abuse prevention statutes, of the Massachusetts General Laws or any other domestic violence, abuse prevention or “no contact” order in this or any other state? Yes [ ] No [ ] If you have answered yes, please explain when and where.

THIS PAGE TO BE USED ONLY FOR POSITIONS RELATING TO CHILDREN AND/OR ELDERLY PERSONS OR A POSITION THAT REQUIRES THE EMPLOYEE TO BE BONDED.

## V. REFERENCES

- a. List three references (not relatives, in-laws, former or present employers) who are responsible adults. All persons to whom you refer may be asked to appraise your character, ability, experience, personality and other qualities.

### *First Reference*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

How Does This Person Know You? \_\_\_\_\_

How Long Has This Person Known You? \_\_\_\_\_

### *Second Reference*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

How Does This Person Know You? \_\_\_\_\_

How Long Has This Person Known You? \_\_\_\_\_

### *Third Reference*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

How Does This Person Know You? \_\_\_\_\_

How Long Has This Person Known You? \_\_\_\_\_



## VI. MILITARY SERVICE

- a. Have you ever served on active duty in the Armed Forces of the United States or the National Guard?

Yes ☐ No ☐ If yes, what was the highest rank attained?

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If yes, please complete each of the following:

Branch of Military Service	Serial Number	Dates of Active Duty
<hr/>	<hr/>	From: <hr/>
		To: <hr/>
Type of Discharge	Date of Discharge	Member of
Reserve?		
<hr/>	<hr/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Branch: <hr/>

- b. Was any type of disciplinary action taken against you in the Military Service?  
Yes ☐ No ☐ If yes, explain:

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- c. Are you now or were you formerly in the National Guard?  
☐ Present ☐ Former ☐ Never

If you are a member of the National Guard and attend drills, meetings, or camps, give the name of the unit and location.

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Summer Camp or Similar Training Attendance From: 

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 To: 

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Location: 

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**IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.**

**Applicant's Statement**

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all the rules and regulations of the employer.

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Signature of Applicant

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Date

***Thank you for completing this application and your interest in employment with  
Town of Mendon***

**PLEASE READ THE FOLLOWING CAREFULLY AND SIGN BELOW  
INDICATING THAT YOU UNDERSTAND AND AGREE TO THE TERMS AS  
STATED.**

I understand that a physical, which includes a drug screening urinalysis, may be required after an employment offer has been made. I understand that this is not a contract of employment and the municipality or I may sever the employment relationship at any time for any reason. Any oral or written statement to the contrary, including any which are made by a City/Town representative, are disavowed and may not be relied upon by any prospective or existing employee.

I understand also that this position has occasional evening and weekend hours for which I must be available. I further understand that any appointment tendered me will be contingent upon the results of a complete background investigation, and I am aware that willfully withholding information or making false statements on this application will be the basis for rejection of my application or dismissal from employment with the Town of Mendon. I agree to these conditions and I hereby certify that all statements made by me on this application are true and complete to the best of my knowledge. I hereby give the Town of Mendon, through its agents, employees and Police Department, authorization to contact any person reasonably related to the background investigation. I also authorize any person contacted to share written and oral information that is reasonably related to the public position for which I am applying.

Finally, I hereby release, discharge and exonerate this municipality, its agents and representatives, and any person furnishing or receiving information, from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, or other information or investigations made by or on behalf of this municipality. This authority shall continue until revoked in writing by the undersigned.

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Date

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Signature of Applicant

## GENERAL RELEASE

**PLEASE READ THE FOLLOWING CAREFULLY AND SIGN BELOW  
INDICATING THAT YOU UNDERSTAND AND AGREE TO THE TERMS AS  
STATED.**

I, \_\_\_\_\_, born at \_\_\_\_\_  
on \_\_\_\_\_, having filed an application for employment  
with the Town of Mendon, consent to have an investigation made as to my moral  
character, reputation and fitness for the position for which I have applied. I agree to give  
any further information that may be required during the conduct of that investigation.

I also authorize and request every person, firm, company, corporation, partnership,  
governmental agency, court, association, school, college, or branch of the military having  
control of any documents, records, reports or other information pertaining to me, to  
cooperate and allow inspection or provide copies of such documents, records, reports, or  
other written information to the Mendon Police Department or its agents or  
representatives.

I hereby release, exonerate, and discharge any person, firm, company, partnership,  
governmental agency, court, association, school, college, or branch of the military and  
any other person or entity so furnishing information from any and all liability of every  
nature and kind arising out of the furnishing or inspection of such documents, records,  
reports or other written information to the Mendon Police Department or its agents or  
representatives.

I understand that any information obtained during this background investigation will  
become the property of the Mendon Police Department, and will not be returned or  
otherwise made available to me. I further understand that the sources of information, for  
the purposes of this investigation, are confidential and will not be revealed to me.

I understand that a photocopy of this release will be valid as an original hereof, even  
though said photocopy does not contain an original writing of my signature. It has been  
explained to me, and I fully understand, that refusal to sign this authorization will not  
necessarily void my application.

This authority shall continue for one year from the date signed, unless sooner revoked by  
me in writing.

Signed \_\_\_\_\_  
Date \_\_\_\_\_